



U.S. Department  
Of Transportation

**Federal Highway  
Administration**

# Memorandum

6300 Georgetown Pike  
McLean, Virginia 22101

Subject: **ACTION:** LTPP Directive IMS-134  
Guidelines for Comments in COMMENTS\_GENERAL Table

Date: June <sup>25</sup>21, 2007

From: Jack Springer *Jack Springer*  
Long Term Pavement Performance Team

Reply to  
Attn of: HRDI-13

To: Dr. Frank Meyer, PM - LTPP North Atlantic Regional Contract  
Dr. Frank Meyer, PM - LTPP North Central Regional Contract  
Mr. Mark Gardner, PM - LTPP Southern Regional Contract  
Mr. Kevin Senn, PM - LTPP Western Regional Contract

Attached is the Long-Term Pavement Performance (LTPP) Program Directive IMS-134: Guidelines for Comments in COMMENTS\_GENERAL Table. This directive provides guidelines on the content of comments stored in the Long-Term Pavement Performance (LTPP) database COMMENTS\_GENERAL table. Please ensure that all personnel involved with the IMS are aware of this new directive.

Should you have any questions or would like to discuss this directive, please do not hesitate to contact me at 202-493-3144.

Attachments (1)

FHWA:HRDI-13:JSpringer:mdeeney:493-3144:6/21/07

File: c:/mdeeney/directive/ims/I-134dir.doc

cc:

Dr. Gonzalo Rada

Gary Elkins

Venna Prabhakar

Gabe Cimini

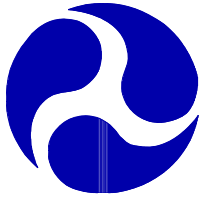
Linda Valencia-McDonald

Directive Binder

LTPP Team

Official file

Chron



## LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



*For the Technical Direction of the LTPP Program*

**Program Area:** IMS

**Directive Number:** I-134

**Date:** June 21, 2007

**Supersedes:** NA

**Subject: Guidelines for Comments in COMMENTS\_GENERAL Table**

This directive provides guidelines on the content of comments stored in the Long-Term Pavement Performance (LTPP) database COMMENTS\_GENERAL table. The purpose of this table is to store open form comments intended for someone using the LTPP database about data for a test section in a specified table, a general comment about a test section, Specific Pavement Study (SPS) sites, or traffic monitoring sites.

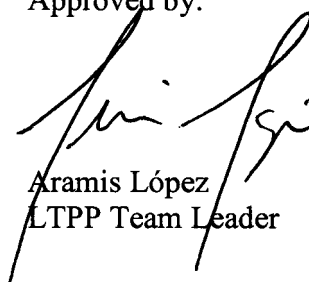
- General comments should be designed to provide a data user with information to help them understand, properly interpret, and use LTPP data. Examples of useful comments include:
  - Data collected not following standard LTPP protocol for the experiment, but the data are still valid. An example would be a Falling Weight Deflectometer test pattern or set-up used on a test section that differed from the test protocol.
  - Unusual circumstances such as test section not opened to traffic for more than 5 years after construction and overlay was placed before section was opened to traffic.
  - Explanation of unique features and non-conformance with experimental guidelines. For example, a comment would be appropriate about a SPS project site where two different pavement types are included under the same SPS project designation.
  - A comment that a forensic investigation was performed provided that the comment contains a citation to the forensic report. LTPP Customer Service should be sent a copy of the referenced report.
- Comments concerning specific data in a data table should include reference to the key fields in order to identify the record and specify the data element(s) the comment concerns.
- In most instances, comments in the COMMENTS\_GENERAL table should not be used to provide data points for extra measurements of a value or value contained in a data table. When possible, effort should be made to store the extra values in a record in the appropriate data table, or included in the comment field in the data table.
- Initials of the person to whom a comment is attributed to should not be included in a comment. If identification of a person in a comment is deemed important to a user of LTPP data, then their name shall be spelled out in full.

- Avoid use of undefined and vague acronyms and abbreviations that are not defined in the acronym and abbreviation list contained in the most recent version of the LTPP Information Management System: Pavement Performance Database User Reference Guide.
- The spelling of all words used in comments shall be checked for correctness.
- Comments which only serve to state why data are missing do not need to be included in the COMMENTS\_GENERAL table.
- Comments concerning data that was either not entered into the database or that were deleted from the database do not need to be included in the COMMENTS\_GENERAL table.
- Repeated comments on the same topic for a test section or SPS project shall not exist. The comment with the more specific reference to a table name should be retained as appropriate.
- Comments to indicate data values that do not conform with the general description of the field they were entered in shall not be included in the COMMENTS\_GENERAL table. For example, it is unacceptable to enter data in a field for a specified gradation sieve that is for a different sieve size than specified in the table.
- Comments should be made in sentence form.
- Prior to every upload, Regional Support Contractor (RSC) staff shall review the contents of the COMMENTS\_GENERAL table as follows:
  - Remove comments that are no longer applicable.
  - Remove duplicate comments.
  - Review comments for consistency with LTPP data collection and processing guidelines.
  - Review comments for understandability from a data user perspective.
  - Perform spell check.

Questions concerning this directive should be addresses to the appropriate FHWA LTPP staff member.

Prepared by: TSSC

Approved by:



Aramis López  
LTPP Team Leader